

31 May 1974

MEMORANDUM FOR: Senior Training Officer DDM&S
SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 28 June for the Seminar for New Managers at Kings Point, 11 August - 31 August 1974.
2. The Agency has one space reserved for this seminar. (DDM&S requested two spaces.)
3. Please submit six copies of all nomination papers for your candidates--an up-to-date bio profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

25X1A

[REDACTED]
Distribution:
Orig - Adsd
2 - ES-TSB

[REDACTED]
Executive Secretary
Training Selection Board

25X1A

31 May 1974

MEMORANDUM FOR: Senior Training Officer DDI
SUBJECT : Nominations for Executive Seminar

1. Nominations are due in my office not later than 28 June for the Seminar for New Managers at Kings Point, 11 August - 31 August 1974.
2. The Agency has one space reserved for this seminar. (DDI requested two spaces.)
3. Please submit six copies of all nomination papers for your candidates--an up-to-date bio profile, the most recent fitness report, and a statement giving reasons for proposing attendance at the seminar. It is requested that your supporting documentation contain the date that the nominee was first assigned to a managerial position since June 1973.

[REDACTED]
EXECUTIVE SECRETARY
Training Selection Board

25X1A

25X1A
[REDACTED]

Distribution:
Orig - Adse
2 - ES-TSB

3 June 1974

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDI, DDM&S, DDS&T

SUBJECT : Space Reservations - Executive Seminar Centers
for Fiscal Year 1975

1. Attached is a copy of the schedule of Executive Seminars showing the spaces reserved for the Agency at Kings Point and Oak Ridge for 1974-75.

2. The Civil Service Commission has requested that in placing our nominations we include the following information: (a) "Seminar for New Managers" - the date that the nominee was first assigned to a managerial position since June 1973, or (b) "Seminar for Advancing Managers" - the date the nominee moved from one managerial position to another since June 1973. A managerial position is defined in FPM Letter 412-2, Executive and Management Development, dated January 29, 1974. Please include this information in your supporting documentation submitted with your nominations.

3. Agency nominees for these seminars are approved by the Training Selection Board. Please remember that our participants must attend on a completely overt basis and must be identified as Agency to all concerned.

25X1A

STATINTL

[REDACTED]
Executive Secretary
Training Selection Board

Attachment

Distribution:

Orig - Ea Adse w/Att
1 - RG/SRS/TR w/Att
2 - ES-TSB w/Att

22 March 1974

MEMORANDUM FOR: Senior Training Officers
O/DCI, DDI, DDM&S, DDO, DDSET

SUBJECT : Reservation of Spaces at Executive Seminar Centers
for Fiscal Year 1975

1. The Civil Service Commission has asked us to submit our request for spaces at the Executive Seminar Centers for Fiscal Year 1975. Copies of the space reservation form and a brochure providing guidelines for selecting participants, brief descriptions of the seminars, and other information concerning the Centers are attached for distribution to your training officers.

2. In requesting your spaces, may I ask you to keep in mind the following points:

a. Our participants must attend on a completely overt basis and must be identified as Agency to all concerned.

b. The seminars are designed for selected employees at the GS-14 and GS-15 levels; a limited number at GS-13 level are eligible to be nominated. (See page 12 of the brochure for criteria for nominees for the new three-week "Seminar for New Managers" and the "Seminar for Advancing Managers".)

c. If a space request for your Directorate is confirmed you have an obligation to nominate a candidate at the proper time. Therefore, please have an individual identified and on record for each space you request. The Agency pays in advance at the beginning of the fiscal year for all the spaces reserved for that year. The fee for the two-week seminars this year will be \$750; the fee for the three-week seminars will be \$1125.

52-129:WJL/MS/jpt/retired

d. We do not use the Center at Berkeley, California.

3. Please return one copy of the reservation form to me by Friday, 12 April 1974 indicating the number of spaces you would like to have for each seminar.

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Executive Secretary
Training Selection Board

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